



# City of Alamo Heights Permit Application

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT  
6116 Broadway, Alamo Heights, Texas 78209  
v: (210) 826-0516 f: (210) 822-5181

General Permit Information [Please print legibly]	
Project Street Address:	Application Date:
Land Use please check one: <input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial	
GENERAL BUILDING - Please check one: <input type="checkbox"/> New construction <input type="checkbox"/> Addition <input type="checkbox"/> Remodel/Alterations <input type="checkbox"/> Demolition <input type="checkbox"/> Fence <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Other	
TRADES/SUBCONTRACTORS – Please check one: License #: _____ <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Sewer <input type="checkbox"/> Gas <input type="checkbox"/> Irrigation <input type="checkbox"/> Landscape <input type="checkbox"/> Tree Pruning/Removal <input type="checkbox"/> Other _____	
SIGNS – Please check one: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Temporary to Permanent <input type="checkbox"/> Banner	
Estimated cost of construction (includes material & labor): \$	
Expect to Start Construction:	Anticipated Completion Date:
Name of Property Owner :	Phone No:
Name of General Contractor/Subcontractor :	Phone No: Email:
Scope of Work (This section must be filled out. If more space is needed, another sheet may be attached.) _____ _____ _____ _____ _____	

I hereby certify that I have read and examined this application and know the same to be true and correct. This project complies with the 2009 International Code series and the 2008 NEC, as adopted by the City of Alamo Heights, and with the Code of Ordinances of the City of Alamo Heights. All provisions of laws and ordinances governing the proposed work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

Print Name of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Print Name of Permit Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Permit Applicant: \_\_\_\_\_

Permit Applicant is ☐ Contractor, or ☐ Authorized Agent



# City of Alamo Heights

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT  
6116 Broadway, Alamo Heights, Texas 78209  
v: (210) 826-0516 f: (210) 822-5181

## Permit Submittal Requirements

*(Note: Plan review for larger projects may take 14-21 days)*

### **ALL PROJECTS:**

1. Permit application
2. Construction bid or cost estimate (see reverse)
3. Construction Documents (Minimum 2 full-sets, 1 must be scaled for 11" x 17")
  - Code analysis sheet for both main structures and accessory structures. Must include the following:
    - Existing and proposed lot coverage
    - Existing and proposed impervious surface calculation (square footage)
    - Existing and proposed impervious surface within the front yard setback calculation, if applicable (square footage)
    - Existing and proposed floor area ratio
    - Existing and proposed maximum heights
  - Survey Plat/ Existing Site plan
  - Proposed site plan. Must include the following:
    - Floodplain verification: Identify any portion of the property located in the floodplain.
    - North arrow
    - Title block with initial and revision drawing dates
    - Scale and graphic scale
    - Existing building footprint with proposed footprint measured to each adjacent property line
    - Proposed drainage patterns
      - String line slope measurement of actual grade for property
    - Proposed tree removals (include species type & dbh)
    - Fence heights and location
  - Engineered foundation plan
  - Architectural plans
    - Floor plans and elevations
      - one side elevation should include 15-ft mark line and maximum ridge height standards
      - rear elevation should include grade and height looming standard
    - Roof plan with proposed demolition cross-hatched
    - Demolition calculation sheet to match roof plan (sample available upon request)
    - Wall sections from foundation to roof (only required in the case of fire separations)
    - M.E.P.'s
    - Landscape - irrigation plans
  - Copy of previous approval letters
    - Board of Adjustment
    - Architectural Review Board
    - Planning and Zoning Commission
    - City Council
  - Energy Code Compliance (REScheck/COMcheck or prescriptive standards)

### **COMMERCIAL / MULTI-FAMILY ONLY:**

4. TDLR registration verification sheet
5. Asbestos Survey
6. Certificate of Occupancy (commercial and multi-family 3+ units)
7. Food establishment application (*if applicable*)
8. Alcohol beverage license application (*if applicable*)

### **SIGNS:**

1. Proposed site plan. Must include the following:
  - Existing building footprint with proposed signs indicated with measurements to each adjacent property line
  - Scale and graphic scale
2. Sign detail, layout and section including dimensions, height, and color with size, color, and type of fonts

### **General Notes:**

1. *All construction documents must be scaled and legible.*
2. *All revisions required during plan review or proposed plan changes must be clouded on the submitted revisions.*